

STATE OF NEW MEXICO TAXATION AND REVENUE DEPARTMENT

2011 PIT-EXT, *Extension Payment Voucher*, Checklist

- Are name(s) and address complete, correct and legible?
- Are social security number(s) legible?
- Are social security number(s), "PIT-EXT", and the correct tax year written on your check?
- Did you select the PIT-EXT for the correct tax year for which you are making the payment?
- Did you mail your PIT-EXT and check to the address on the payment voucher?
- Did you sign and include your check?
- Have you attached Form RPD-41096, *Application for Extension of Time to File*, or otherwise submitted a timely request for a New Mexico extension? This form can be downloaded from TRD's web site at www.tax.newmexico.gov, select "Forms and Publications". If you obtained a federal automatic extension, you do not need to file Form RPD-41096 unless the requested extension period extends beyond the time allowed by the federal automatic extension.
- Are you using the correct form?
 - **Form 2011 PIT-EXT, *Extension Payment Voucher***, is used by taxpayers who have obtained a federal automatic extension or a New Mexico extension, who expect to owe tax on the 2011 PIT-1 return and wish to make a payment towards the liability to avoid the accrual of interest.
 - **Form PIT-PV, *Return Payment Voucher***, is used by taxpayers when making a payment towards a 2011 PIT-1 return that has been filed or is filed at the time the payment is made.
 - **Form PIT-ES, *Estimated Payment Voucher***, is used by taxpayers making an estimated payment towards the current year tax liability.

SUBMIT ONLY HIGH-QUALITY PRINTED, ORIGINAL FORMS TO THE DEPARTMENT. Payment vouchers are processed through high-speed scanners and a quality form ensures your payment is processed accurately. Please follow these instructions for preparing the payment voucher. Do not cut the bottom portion of the voucher except where indicated. Do not photocopy. When printing the voucher from the Internet or a software product, the printer setting, "Page scaling" should be set to 'none' to prevent resizing. If your payment voucher has a scanline, do not write in the area around the scanline. The scanline is located within the bottom 1-1/2 inch of the voucher.